

Checklist for Request for Determination Applicants -City of Gloucester Conservation Commission MGL, Chapter 131, section 40 and the City of Gloucester Wetland Ordinance

Please keep records of your filing and be as complete as possible to save your time and effort as well as ours.
Thank you very much for your consideration! If you have any questions, please call 978-281-9781.

Plan Requirements

- ☐ Plans must be to scale
- ☐ Identifying Plan #'s (for multiple plans)
- ☐ Plan must be dated
- ☐ Stamped and signed (if hand drawn by an applicant they must be signed and dated)
- ☐ Resource area delineation showing flag or stake numbers must be clearly marked
- ☐ 100', 200', and 300' buffer zones are clearly shown and labeled
- ☐ Dimensions to resource areas and buffers are clearly stated
- ☐ Alternatives analysis consistent with scope of project submitted
- ☐ Erosion and sedimentation control measures proposed are clearly shown
- ☐ Pre construction grades are clearly shown
- ☐ Post construction grades are clearly shown
- ☐ Existing structures are clearly shown
- ☐ Proposed structures with dimensions are clearly shown
- ☐ Restoration and Mitigation measures, if applicable
- ☐ Existing natural features are shown such as stone walls, large trees, soil types
- ☐ Identifying features such as utility poles with identifying numbers, mail boxes, accessory buildings must be shown to allow orientation on the property during site visits.
- ☐ Title 5 compliance is documented
- ☐ Nearby wells and septic systems are shown
- ☐ Construction or project sequence details and narrative, with appropriate photographs of the site.

Submit to DEP Northeast Regional and property owner if different from applicant

- ☐ One copy of application and accompanying plans (DEP Northeast Regional Office is located at 205B Lowell Street in Wilmington, MA 01887)

Submit to Conservation Commission (by certified mail or hand-delivery)

- ☐ One paper copy ONLY of the full application and accompanying site plans.
- ☐ One 11x17 copy of the site plan.
- ☐ An electronic copy of the entire application is now mandatory
- ☐ **ALTERNATIVELY**
The conservation office will provide the service of converting the submitted material to electronic form for the same fee currently charged for copying services.
- ☐ \$175.00 Filing Fee (\$350.00 if the filing is for enforcement or post-work).
- ☐ A check for \$96.00 made out to the Gloucester Daily Times for legal notice.
- ☐ Proof of notice to appropriate State Boards (DEP and, if applicable, NHESP, MA Division of Marine Fisheries)
- ☐ Please be advised that any and all changes or amendments to the original application submitted during the course of the public hearing (or following) must follow the above noted format.

Please note:

If your submittal is deemed incomplete by the Conservation Commission or Agent, the public hearing will automatically be continued until an appropriate date and time to allow complete application information to be submitted.